

POLICY NUMBER: 2424-81

SUBJECT: Moveable Property Control Policy

CONTENT: Responsibility and accountability for property owned by DHH

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MOVEABLE PROPERTY CONTROL POLICY

I. STATEMENT OF PURPOSE, SCOPE AND APPLICABILITY

The overall purpose of this policy is to provide as uniform a method as possible of maintaining accurate updated inventories of all furniture and equipment for Department of Health and Hospitals (DHH) Offices and to assure compliance with Louisiana's State Property Control Regulations, as contained in the Louisiana Administrative Code, Title 34, Part VII, and any applicable federal funding source requirements.

These regulations are applicable to all Offices within DHH. This policy adheres to the guidelines promulgated by the Division of Administration's (DOA) Office of Risk Management regarding blanket fire and extended coverage on all DHH owned buildings and DHH owned contents in leased buildings. Failure to comply with the State Property Control Regulations may result in disciplinary action as outlined in Section V of this policy.

II. EFFECTIVE DATE

The effective date of this revised policy is April 16, 2004.

III. DEFINITIONS

- A. **Department** - for the purposes of these regulations, means Department of Health and Hospitals and its boards or commissions.
- B. **Commissioner** - means the Commissioner of the Division of Administration.
- C. **Property** - means all tangible non-consumable moveable property owned by an agency with the exception of property specifically exempted by the Commissioner. The Commissioner hereby designates that state-owned timber should be considered to be moveable and state-owned pecans shall be considered to be non-consumable for purposes of the Louisiana Property Control Law (LSA-R.S. 39:321 et seq.).
- D. **Louisiana Property Assistance Agency Director** - means the individual in the Louisiana Property Assistance Agency of the Division of Administration who has been designated by the Commissioner as the person responsible to the Commissioner for the administration of the State Property Inventory Regulations.
- E. **Undersecretary** - means the person responsible for administration and operation of property management for the DHH.

- F. DHH Property Control Manager** - means the manager or employee designated by the Undersecretary as Property Control Manager for the DHH. This individual has governing authority over all DHH Office and Facility/Clinic Property Control Managers and all DHH "Site" (Organization) Property Control Coordinators.
- G. DHH "Office" Property Control Manager** - means the employee designated by the head of the Office who is responsible for all moveable and non-consumable property owned by that Office. This individual has governing authority over the facility/clinic property managers. (i.e. OS, OMF, OPH, OMH, OCDD, OAD)
- H. DHH Facility/Clinic Property Control Manager** - means the employee at the actual facility/clinic site who is responsible for all moveable and non-consumable property at that location including but not limited to annual certification to LPAA. This individual will report to the Office Property Control Manager as outlined in this policy. (i.e. Developmental Center, Mental Hospital, Mental Health Clinic)

NOTE: Property Tags will be issued by either the "OFFICE" or "FACILITY/CLINIC" Property Control Manager depending on individual Office procedures.

- I. DHH "Site" (Organizational Code) Property Control Coordinator** - means the person designated by the site/organization manager who is responsible for all moveable, non-consumable property owned by that organization/location code, and is responsible for the certification of the physical inventory of the organization/site to the DHH "Office" Property Control Manager for that Office. (OMF Division, Section, Hospital Dept, Health Unit)
- J. Hospital Supplies** - all implements and/or instruments which are considered disposable or expendable will be considered as medical supplies and shall not be considered property or equipment to be tagged. The hospital head shall determine which items are in this category.
- K. Blanket Fire and Extended Coverage** - insurance which covers all DHH owned buildings and contents and DHH owned contents in leased buildings.

IV. APPOINTMENT OF PROPERTY CONTROL MANAGERS AND COORDINATORS

The Undersecretary shall designate one of his officers or employees as the DHH Property Control Manager. The Undersecretary may authorize the appointment of more than one DHH Property Control Manager within the Department. The Office of the Undersecretary shall be notified in writing by the DHH Property Control Manager of the appointment of each DHH Office and/or Facility/Clinic Property Control Manager, giving the name, domicile and telephone number.

Each Assistant Secretary will appoint one employee as the DHH Office Property Control Manager.

Each facility/clinic administrator will appoint one employee as DHH Facility/Clinic Property Control Manager.

Each Site/Organization Manager within that Office shall appoint a DHH Site Property Control Coordinator to be responsible for accounting for and reporting all activity on the organization's qualifying moveable property to the appropriate property control manager for computer update. A DHH Site Property Control Coordinator is to be assigned at each physical site that houses and receives moveable property.

The DHH Property Control Manager and the LA Property Assistance Agency Director or his designee shall be notified in writing prior to the date any DHH "Office" Property Control Manager ceases to function in that position. At the DHH Property Control Manager's discretion, an examination of the property inventory records under the jurisdiction of the DHH "Office" Property Control Manager may be conducted. In cases of damage to or shortages of property, the Undersecretary shall take steps, as necessary, to satisfy the claims of the State, as provided by LA R.S. 39:330.

V. DISCIPLINARY ACTION

The Undersecretary/Assistant Secretaries shall be responsible for seeing that the provisions of these regulations are carried out. Timely notification to the property managers/coordinators, as dictated in Section VIII of this policy, is critical to assure compliance with the Louisiana Property Control Law. Non-compliance with the Louisiana Property Control Law and this policy may result in disciplinary action.

VI. RESPONSIBILITY FOR PROPERTY

Each property control manager shall be the custodian of and responsible for all property within his office until notification is provided to the Undersecretary that he ceases to function in that capacity.

While an inventory listing of DHH moveable property under \$1000 will not be maintained, all employees having custody or control of moveable property (no matter what the acquisition cost) shall be responsible for safeguarding such property, including any untagged property. Loss of any moveable property must be reported. All surplus moveable property must also be submitted in accordance with LPAA procedures.

Whenever a Facility/Clinic Property Control Manager has knowledge of or reason to believe that any property of the Department is lost, stolen, damaged, or destroyed through vandalism, fire, or acts of nature, he shall immediately notify the DHH Office Property Control Manager and the head of his agency. Law enforcement officials are to be notified in the case of stolen property and a police report obtained. Each employee to whom property

is entrusted and receipted as provided in these regulations shall be liable for the payment of damages whenever his wrongful or negligent act results in destruction of property for which he is responsible. Such damages shall be recoverable in a civil suit prosecuted on behalf of the State by the Attorney General.

Division of Administration, Office of Risk Management sends to each budget unit a schedule of property values to be updated. The Property Control Manager(s) shall be responsible for submitting a report, by appropriation, which contains a listing of all DHH owned contents (excluding vehicles). The person designated this responsibility shall update and return the forms issued by the Division of Administration, Office of Risk Management.

VII. TEMPORARY LOAN OF EQUIPMENT

A. Temporary Loan of Property to Another Property Location

When any property is entrusted to any other officer or employee of the Department, the Property Control Manager shall secure a receipt for such property (Temporary Loan Form - Attachment A) from the person receiving the property. In such an event, the Property Control Manager shall be relieved of responsibility for the property, but shall continue to maintain accountability for the property. Upon return of the property to the Property Control Manager, he shall return the person's receipt, or issue acknowledgment of the return of the property and resume responsibility. Temporary loan of equipment is not to exceed a 12 month period.

B. Temporary Loan of Property to Employee at Site other than Official Domicile

When it becomes necessary for an employee to utilize moveable property to perform state business at a location other than the official work domicile, the employee must complete the Acknowledgment of Acceptance for Equipment form (Attachment B) agreeing to Items 1 - 6 below in addition to the provisions of State Property Control Regulations, Administrative Code, Title 34, Part 7. NOTE: USE OF THIS FORM IS MANDATORY AND NO OTHER FORM CAN BE USED FOR THIS PURPOSE. THIS FORM IS REQUIRED FOR ALL LOANS WHETHER TAGGED OR UNTAGGED EQUIPMENT.

The Acknowledgment of Acceptance for Equipment form shall be approved by the organizational manager, with the exception that desktop computers and/or printers require the approval of the corresponding Secretary/Undersecretary/Assistant

Secretary prior to removal of equipment from the official domicile. This authority shall not be delegated. No individual can approve his/her own temporary loan of equipment. Approval must be granted by the next level of approval, with the exception that the Undersecretary may grant approval to the Secretary. In the case of laptop computers that are used daily at home and at work, either the Acknowledgment of Acceptance for Equipment form shall be completed or the

affected office shall institute a mechanism for signing the equipment in and out.

1. Upon request, the employee is responsible for the return of the equipment in proper working condition.
2. Employee will report any lost, stolen or damaged equipment to his/her immediate supervisor immediately. The supervisor is to immediately report to the Office Property Control Manager, along with the date and details of loss or damage. A police report should be obtained for stolen equipment.
3. Employee is "liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his/her agency for which he/she is responsible as provided herein, and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the State by the Attorney General" (LAC Title 34, Part VII, Chapter 3, 305.E).
4. On or before the designated return date, employee will be responsible for returning the property in proper working condition to the Property Control Manager and notifying his/her immediate supervisor of its return. In situations where the return date can not be specified, this approval must be renewed on an annual basis at the time of annual property certification. Upon resignation or change in job duties, employee will be responsible for returning the property as specified above. If extension beyond return date is required, a new form must be completed.
5. Any DHH official, line supervisor, property control personnel or their designee may, at any time, inspect the equipment and/or property for inventory purposes.
6. Employee will remain responsible for the property until release of responsibility is approved by the Office Property Control Manager and return of equipment is acknowledged.

C. Moveable Property Sent for Repair

If an item of moveable property has been sent to a vendor for repair, a receipt from the vendor containing the property tag number and/or serial number must be secured and kept on file until the item has been returned to the original location. An "Authorization for Removal of State Property" (Attachment C) is to be completed in accordance with the form instructions.

D. Property Replacement Due to Inability to Repair

If the item of moveable property is replaced with a like item due to inability to repair

(i.e. warranty equipment, defective equipment), the property tag must be removed from the original item, affixed upon the replacement and the property manager notified, in writing, of the serial number change. If it is not possible to remove the property tag, notify the property manager in writing with the details. A duplicate property tag will be requested to be affixed to the replacement equipment. The property tag number will not change.

VIII. PERMANENT TRANSFER OF EQUIPMENT

The owning Property Manager will initiate the following transactions for the permanent transfer of equipment. Copies of all documentation should be kept in both the original and receiving property files. *All permanent transfer requests involving computer servers, desktops and/or laptops are to be accompanied by the DHH SERVER, DESKTOP, LAPTOP CLEAN DISK CERTIFICATION form (Attachment K) as required by the DHH IT Standard regarding the same. Permanent transfer requests received without the required certification will not be approved.*

A. Transfer of Property to Different Location Code within the Same Property Agency Number

When transferring property between location codes within the same property agency number, the Transfer Form (Attachment D) is to be completed. This type transfer does not require a BF-11.

B. Transfer of Property to Different Property Agency Number (i.e. 39003 to 39020)

When property is being transferred to another office/department, the Transfer Form (Attachment E) is to be completed according to directions on the form. A BF-11 will be required for this transfer.

C. Transfer of Property to State Surplus Property and/or Requesting Approval to Dismantle for Parts

When requesting property be transferred to state surplus property and/or requesting approval to dismantle for parts, the Transfer Form (Attachment F) is to be completed according to instructions on the form.

D. Emergency Request to Dismantle Equipment for Parts

To request emergency approval to dismantle equipment for parts, approval must be obtained by completing the Emergency Request Form (Attachment G).

IX. ITEMS OF PROPERTY TO BE INVENTORIED

All items of moveable property having an "original" acquisition cost of \$1000 or more when

first purchased by the State of Louisiana and all gifts and other property having a fair market value of \$1000 or more must be placed on the inventory, with the exception of items specifically excluded in the LPAA Property Control Regulations. The term "moveable" distinguishes this type of equipment from equipment attached as a permanent part of a building or structure. The term "property" distinguishes this type of equipment from "supplies" with supplies being consumable through normal use in no more than one year's time.

All acquisitions of qualified items must be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration and all pertinent inventory information must be forwarded to the Louisiana Property Assistance Agency Director or his designee within 60 days after receipt of these items.

An inventory of items under \$1000 shall not be maintained. Offices may tag moveable property with an acquisition cost of less than \$1000 for identification purposes only, not for inventory purposes and not using the LPAA number tagging system.

All pertinent receiving information shall be forwarded to the appropriate DHH Office Property Control Manager within five days of receipt of the items in the facility for assignment of property tags. (Attachment H)

- A. **Computer equipment \$1000 or more:** One tag is to be assigned to the CPU and keyboard, including all boards, memory kits, token ring adapter, etc. The property tag is to be affixed on the outside of the case containing the motherboard with CPU, hard drive, floppy drives, CD-ROM drive, and other internal components. The monitor shall be considered a separate item and tagged if cost is \$1000 or more. If components are added and/or deleted from a piece of equipment, the appropriate DHH Office Property Control Manager must be notified so that the acquisition cost can be modified accordingly (Attachment I). This would include such additions/deletions as memory upgrades, internal modems, token ring cards, etc. Additions do not have to be reported if the original acquisition cost of the equipment you are upgrading was less than \$1000. Internal office safeguarding would apply to this equipment.
- B. **Computer Software:** DHH has elected not to tag computer software. Individual offices should maintain control and assure that necessary software licenses are in possession. The cost of software loaded on a new computer when received shall not be deducted from the acquisition cost.
- C. **Educational Materials:** Educational materials such as pamphlets, books, etc. should not be tagged.
- D. **Modular Furniture:** Modular furniture pieces should be tagged only if the cost of an individual piece is \$1000 or more. Modular furniture should not be tagged as a unit or at the total cost for the cubicle.

- E. **Leased (Rented) Property:** Leased (rented) property should not be added to the inventory system. If the purchase is a lease purchase or installment purchase, it shall be added to the inventory system.
- F. **Donated Items:** Any items donated or purchased by police juries or other sources outside of State government should be added to the inventory as donations using acquisition code "4" (acquired by donation). Written documentation of donation is required.
- G. **Moveable Property Purchased with Federal Funds:** Any moveable property items purchased with federal funds should be identified with the applicable funding source. One suggestion is to use the "Agency Use" field on the master file to enter the project code or other identifier for the funding source. Title 45 CFR §92.32 (d)(1) requires this documentation. Additionally, if the acquisition cost for the item is \$5,000 or more, disposition of this property must be in accordance with 45 CFR §92.32(e).
- H. **Contractor Equipment:** Any equipment purchased by a contractor under a contractual agreement with DHH is considered owned by the contractor, and should not be added to the state inventory system. The contractor has responsibility to establish an inventory system to keep track of items purchased, and to submit a copy of the inventory list to the respective Regional Program Office by June 15th of each year.
- Once the contractual relationship terminates, all equipment purchased by the contractor is to be returned to the State. The State has 45 days to decide whether it will keep the property, loan it to another contractor or surplus the property. If the equipment is to be kept by the State, it shall be added to inventory using acquisition code "8" (seizure). If the equipment is to be surplus, it does not have to be added to the inventory. A BF-11 for the untagged item(s) is to be prepared.
- I. **Gifts:** Gifts of moveable property must be given an appraised fair market value and recorded in the inventory if the fair market value is \$1000 or more.
- J. **DHH Manufactured Property:** DHH Offices that manufacture moveable property for use within the Department must determine the estimated cost based on the cost of labor and materials and include such items in the inventory provided that cost is \$1000 or more.
- K. **Federal Surplus Property:** Any Office that receives federal surplus property must place on the inventory all items acquired from federal surplus which would ordinarily be classified as moveable property and which have an acquisition cost of \$1000 or more. The acquisition date will be the date of acquisition by the state agency and the acquisition cost will be the actual cost incurred by the agency. Note: There are Federal regulations regarding the accountability of federal surplus property. If necessary, the Director of the Louisiana Federal Property Assistance Agency in

Baton Rouge may be contacted for assistance.

- L. Livestock:** Livestock acquired for breeding, dairy, and experimental purposes are classified as property and must be recorded in the inventory regardless of the value per animal. Animals acquired for slaughter need not be placed on the inventory. When the Department acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or experimental purposes, the animals shall be included in the inventory, and noted as having been acquired by birth and given and appraised fair market value. At each annual inventory, livestock acquired by birth and used for breeding, dairy, or experimental purposes will be reappraised and the fair market value adjusted on the inventory. When DHH acquires livestock by birth and a determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory.

X. MARKING AND IDENTIFYING ITEMS OF PROPERTY ON INVENTORY

Each item which meets the definition of items of property to be inventoried (See Section IX) must be identified with the uniform State of Louisiana identification tag which shall bear a unique identification number.

Offices shall submit their requests for State of Louisiana identification tags to the DOA Property Assistance Agency. The tags are purchased in large quantities on state contract and shall be issued at actual cost.

The Property Control Manager shall be responsible for the tagging, location, and maintenance of property identification tags as prescribed in these regulations.

Livestock may be tagged in the ear with a metal tag provided that tag number is set aside. If there is any type of identification mark or tag already on the animal, such as Bangs, brucellosis, etc., then the last five numbers of such identification shall be entered as the tag number provided the number has not been used before. Use the complete number if it is five digits or less.

If an item cannot have a State of Louisiana identification tag placed on it for physical reasons, the identification number should be set aside and the identification number written on the item with indelible ink (in case of items of cloth), or the number inscribed on the item with a small engraving tool. Authorization must be given in writing by the Louisiana Property Assistance Agency for any item which does not have a State identification mark due to extenuating circumstances.

When an item has lost the assigned tag, that item shall be marked in indelible ink or engraved with the tag number originally assigned. A duplicate tag must be ordered and affixed to the equipment when received.

XI. INVENTORY OF PROPERTY

The Property Control Manager shall establish and maintain a Property Location Index (Property Location Code Listing). This index may have up to five digits or alphabetical characters and shall be used to keep track of the location of the property of the Office.

The Property Control Manager shall keep the Property Location Index (Property Location Code Listing) for the Office current and shall submit to the Louisiana Property Assistance Agency an up-to-date index each time a change or modification is made in the Property Location Index (Property Location Code Listing).

The Property Control Manager shall submit all pertinent information on items acquired by the Office as defined in these regulations as items to be inventoried. The means of submitting the information shall be input on-line to the Louisiana Property Assistance Agency.

XII. ANNUAL INVENTORY REQUIREMENTS

The Property Control Manager shall conduct a complete physical inventory of the moveable property owned by the office each fiscal year and not more than 12 calendar months since the last physical inventory. The Property Control Managers are responsible for recording the true and actual results of their physical inventories. The Property Control Managers shall notify the Louisiana Property Assistance Agency Director in writing 30 days prior to the date(s) inventory is to begin. A copy of this notification shall be on file for review at any time by the DHH Property Control Manager. The Louisiana Property Assistance Agency Director and any DHH official or their representatives may supervise or observe all or any inventory.

Each DHH Office Property Control Manager shall utilize the second half of the Notification of Inventory/Request for Printout (Attachment J) to request an annual printout of the Inventory Printout by Agency Report. Note: This request is the only means for an office to receive an annual printout of its inventory master file at no cost.

ONLY THE STATE PROPERTY CONTROL INVENTORY COMPUTER RUN SHALL BE USED FOR YEARLY PHYSICAL INVENTORY AND CERTIFICATION. AMERICAN APPRAISAL OR IN-HOUSE COMPUTER SYSTEM RUNS WILL NOT BE ACCEPTABLE SUBSTITUTES FOR PHYSICAL INVENTORY AND CERTIFICATION PURPOSES.

The Commissioner and/or the DHH Property Control Manager shall cause periodic observations of inventories and examinations of records to be made and shall cause reports submitted to the State Property Control Office to be compared periodically with records of the office and with the physical property of the office for the purpose of testing the completeness and accuracy of inventories, records, and reports.

The Property Control Manager(s) shall be responsible for using the method of inventory described herein. Any procedure used other than the one prescribed in these regulations must have prior written approval of the Louisiana Property Assistance Agency Director.

XIII.DHH INVENTORY PROCEDURE

The Property Control Manager shall select the date(s) most convenient to the operations of the office but not more than 12 months since the last annual physical inventory. The Property Control Manager shall complete and submit to the Louisiana Property Assistance Agency Director the Notification of Inventory/Request for Printout at least 30 days prior to the date(s) inventory is taken and have a copy on file for review at any time by the DHH Property Control Manager.

The Property Control Manager, under the direction of the head of the office, shall designate the personnel who will conduct the inventory by areas indicated in the Department Property Location Index (Location Code Listing).

The Property Control Manager shall provide each person participating in the physical inventory a copy of the Inventory Printout by Agency Report for the area to be inventoried, and an inventory packet containing the forms and instructions necessary for inventory completion.

The physical inventory shall be taken on the date(s) pre-selected. The Property Control Manager shall notify the Louisiana Property Assistance Agency Director in writing if, for some unforeseen reason, it is necessary to alter the date(s).

The Property Control Manager shall compile the true results of the physical inventory and shall submit a Discrepancy Report (if applicable) to the Louisiana Property Assistance Agency Director containing all exceptions or discrepancies found between the physical inventory results and the Office inventory master file.

The Discrepancy Report shall list each of the missing items, the data on the items, and an explanation of what is believed to have happened to the items not located. A copy of the police report shall be enclosed when theft has occurred. The Commissioner of

Administration may cause an investigation to be made upon receipt of a Discrepancy Report.

The Property Control Manager shall submit the Certification of Annual Property Inventory to the Louisiana Property Assistance Agency Director showing dollar value plus a copy to the Legislative Auditor after the physical inventory and the Office inventory master file have been reconciled according to these regulations. THE DOLLAR VALUE MUST BE ADJUSTED TO REFLECT ONLY ITEMS ACTUALLY IN THE FACILITY AS OF THE DATE OF THE INVENTORY.

XIV. FILE REQUIREMENTS

Each Property Control Manager is to keep on file all pertinent documents to monitoring and tagging of moveable property. Each time an item is properly added to the inventory master file, the Property Control Manager is to keep on file a copy of the tagging verification

document showing date tagged, serial number, if applicable, and signature of person applying the tag.

XV. REPORTS FROM LOUISIANA PROPERTY ASSISTANCE AGENCY

The AM18 Asset Management System generates monthly reports of the activity of each agency, and notifies the property manager whether transactions were accepted or rejected by the system. These reports should be reconciled and maintained as part of the property manager's property record files. The reports are defined in detail in the Property Manager Training Manual issued by the Division of Administration.

XVI. ACQUISITION BY TRANSFER FROM LOUISIANA PROPERTY ASSISTANCE AGENCY

Surplus property from State departments is normally retained for inspection by other State departments at least 45 days before it is sold at public bid or scrapped. The purpose for displaying surplus and idle items at the Louisiana Property Assistance Agency is to transfer those items to a department where a need exists, thereby reducing expenditures for additional items.

The Property Control Manager or his designated representative shall select the item(s) needed by his office. A value less than the fair market price shall have been established for each item in the possession of the State Property Control Section, and the office shall be billed for that value when the item has been received by the receiving office. Payment to the State Property Control Office shall be within 30 days.

The Property Control Manager shall use the Louisiana Property Control Transmittal form or AM18 on-line procedures to input acquisitions by transfer from the Louisiana Property Assistance Agency into the inventory master file. The BF-11 will show the original cost of the item and not the price the facility actually paid for the item.

XVII. RESPONSIBILITIES OF DHH PERSONNEL IN REFERENCE TO PROPERTY CONTROL

A. Responsibilities of the Undersecretary/Assistant Secretaries

The Property Managers will be assisted by the Undersecretary/Assistant Secretaries in their performance of property-related functions and in identifying and determining non-compliance with the Louisiana Property Control laws and policies.

B. Responsibilities of the DHH Property Control Managers

It shall be the responsibilities of the DHH Property Control Managers to:

1. issue property tags and report to LPAA all items of qualifying moveable property in accordance with the Louisiana Property Control Law and this

policy; and

2. notify the Undersecretary/Assistant Secretaries and the Internal Audit Division of any violations relating to adherence to the Louisiana Property Control Law and this policy.

C. Responsibilities of DHH Site Property Control Coordinators

It shall be the responsibility of the Site Property Control Coordinators to:

1. submit a copy of all receiving records on furniture and equipment to the designated Property Control Manager within five days of receipt of items in the organization for the issuance of property tags;
2. affix the property identification tag to the item specified on the Tagging Verification Document upon receipt of the Tagging Verification Document and the property identification tag from the Property Control Manager;
3. complete the Tagging Verification Document and return it immediately to the appropriate Property Control Manager;
4. take, or assist in taking, the yearly physical inventory at the time designated by the Louisiana Property Assistance Agency and/or by the DHH Property Control Office;
5. notify the appropriate Property Control Manager immediately of any proposed transfer, reassignment, change in location, or anticipated disposal of surplus furniture or equipment in the organization;
6. complete the Temporary Loan Transaction Form (Attachment A) on furniture and/or equipment temporarily loaned out to another organization. The "borrowing" Site (Organization) Property Control Coordinator must sign for items borrowed. The owning office will maintain the original Temporary Loan Form and provide a copy to the borrowing site;

At the time of physical inventory each year, this Temporary Loan Form must be updated with a copy sent to the "owning" Organization Property Control Coordinator who must sign for items borrowed.

7. complete the Acknowledgment for Acceptance of Equipment form (Attachment B) when an employee utilizes moveable property at a location other than the official work domicile and accepts and informs the "Office" Property Control Manager of return of equipment.

D. Responsibilities of the DHH Internal Audit Division

It shall be the responsibility of the DHH Internal Audit Division to monitor adherence to the Louisiana Property Control Laws and this policy, and report any discrepancies and/or violations to the DHH Secretary and the applicable appointing authority.

E. Responsibilities of the DHH Budget Office

The DHH Budget Unit shall provide the DHH Property Control Office with the name and budget number of each new budget unit, each abolished budget unit, and consolidation or other change of status of a budget unit. The status change of a budget unit shall also include those units that operate with revolving funds as non-budget units. This information shall be provided on a timely basis so that the inventory of DHH owned property can be kept accountable.

F. Responsibilities of All DHH Fiscal Offices

It shall be the responsibility of all DHH Fiscal Offices to provide the Property Control Manager(s) with a monthly Inventory Control report identifying those qualifying items that have been receipted and paid showing date of payment of invoice.

G. Responsibilities of DHH Capital Outlay Coordinator for Blanket Fire and Extended Coverage

The DHH Capital Outlay Coordinator shall keep an active file of all updated schedules of property values submitted to the Division of Administration, Office of Risk Management and will monitor for compliance.

H. Responsibility of All DHH Receiving Clerks/Coordinators

All DHH personnel designated responsibility for receipt of equipment must notify the Site (Organization) Property Control Coordinator immediately upon receipt of items for assignment of property tags.

I. Responsibilities of all DHH Offices

1. It shall be the responsibility of all Offices to notify the Property Control Manager, in writing, of property locations (organizations) added, deleted or transferred, as soon as determined.

It shall be the responsibility of the requisitioning party to notify the receiver of equipment on order (i.e. drop shipments issued by State Office personnel) and provide them with the necessary documents required for receipt and notification to accounting and to the Property Manager.

2. It shall be the responsibility of each Office to forward copies of all correspondence submitted to the Office of Risk Management concerning

Blanket Fire and Extended Coverage of DHH owned buildings and contents to the Capital Outlay Coordinator within OMF.

XVIII. REGULATIONS AND ORDERS BY THE COMMISSIONER

The Commissioner shall have power and authority to make necessary and reasonable regulations and orders to carry out the provisions of these regulations when it serves the best interest of the State, in addition to specific authorization contained in this section.

Property Control Forms